

**Tasking Memorandum No. 00- 288**

**Memorandum For:** Commanders DCMDs, DCMA CMOs

**Subject:** Impromptu and PowerPlay Training Requirements at DCMA CMOs.

**Suspense Date:** August 21, 2000

**Target Audience:** DCMD and CMO Commanders, and Training Coordinators.

**Requirements:**

- DCMA is working to determine Impromptu and PowerPlay training budget requirements for FYO 1.
- As part of this effort, we are requesting that each CMO evaluate their Cognos training requirements (Impromptu and PowerPlay). This is a continuation of existing training, not a new course of instruction.
- We will offer two types of Cognos training. Deciding who should attend which course really depends on the individual's role in the organization and how much they will actually use the products after the training. To assist in this process, course descriptions are provided.
- **Type 1:**  
Three days (Two-day Impromptu client/web and a one-day PowerPlay client/web). This three-day course is aimed toward the personnel in the organization who will be required to use the tools on a regular basis to design and execute queries and to gather data to answer day-to-day business questions, prepare reports for Management Reviews, Unit Cost Reviews, IOAs, Resource Reviews, Performance Measures, etc., i.e., advanced computer users. People who must continually access the DCMA Information Repository or the Shared Data Warehouse should also attend this class.
- **Type 2:**  
A 6-hour seminar which provides a general orientation of both PowerPlay and Impromptu client and web applications. This is best suited for people who do not expect to use the tool on a regular basis but nevertheless need to understand its purpose and functionality, i.e., the general user, or management personnel.
- Please identify the quantity of personnel at each CMO who 'will need each type of training during FYO 1, and estimate the associated TDY costs.
- The CMOs should forward the requested information to the District POCs, who will provide the information to Charles Kiessling by 21 August, 2000.

**Point of Contact for Further Information:**

**DCMC Headquarters (and DCMDI):**

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**Signature:**

A handwritten signature in black ink, appearing to read 'Carla Liberatore', written in a cursive style.

CARLA LIBERATORE, Executive Director, Financial & Business Operations